

## Presentation Guidelines

### Guidelines for Presentations

- Brief Presentation of System
  - Time limit: 20 minutes
  - Use Powerpoint template
  - Given during class on Dec. 5 and/or Dec. 7
- Explain what is novel:
  - Each system is different
  - Most important decisions
  - Decisions considered and abandoned (why?)

## Guidelines (cont'd)

- Features of System
- Static Structure
- Behavioral Model
- Demonstration of Prototype

## Format of Presentation

- Not too dense: 5-7 key pieces of information
- Bullets are easier to read
  - Legible figures can be used effectively
- Bullets:
  - Should be highlights of what you will say
  - Audience will try to read everything
  - Do not read the bullets to audience
- Figures:
  - Walk audience through figure
  - Use animation to unfold complex figure

## More tips

- Practice:
  - Be very familiar with slides (practice, practice, practice)
  - Flow, content, transition between slides
  - Get timing down so you don't rush or end up short on content
- Content:
  - Terse
  - Figures
  - Bullets
  - Phrases
  - Highlights only

## More Tips: Things to Avoid

- AVOID:
  - Verbose with a lot of words like this point, which could have been made with the single word "verbose".
  - Compound Sentences
  - Unlabeled graphs
  - Big tables of numbers
  - Blocking parts of slide
  - Using font sizes too small – no smaller than 16 pt font
  - Pick dark colors that are readable from back of room
  - Overloading with animations (e.g., word by word, every slide, etc.)